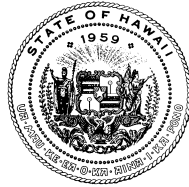


DAVID Y. IGE  
GOVERNOR OF HAWAII



ELIZABETH A. CHAR, M.D.  
DIRECTOR OF HEALTH

**STATE OF HAWAII**  
**DEPARTMENT OF HEALTH**  
**ALCOHOL AND DRUG ABUSE DIVISION**  
**KAKUHIHEWA BUILDING**  
601 Kamokila Boulevard, Room 360  
Kapolei, Hawaii 96707  
PH: (808) 692-7506  
FAX: (808) 692-7521

In reply, please refer to:  
File: DOH/ADAD

January 15, 2021

Dear Prospective Independent Peer Reviewer:

The purpose of this letter is to solicit your interest in the Independent Peer Review (IPR) process. The Federal Substance Abuse Prevention and Treatment (SAPT) Block Grant regulations {45 CFR Part 96, Section 96.136} require that for the fiscal year for which the grant is provided, the State will provide for independent peer review to assess the quality, appropriateness and efficacy of substance abuse treatment services provided in the State, and ensure that at least five percent of the Block Grant funded entities providing such services in the State are reviewed. Typically, this has involved review of two agencies in Hawaii.

It also notes that independent peer reviewers shall be individuals with expertise in the field of alcohol and drug abuse treatment, and that as part of the independent peer review, the reviewers shall review a representative sample of patient/client records to determine quality and appropriateness of treatment services while adhering to all Federal and State confidentiality requirements (e.g. 42 CFR, Part 2 and 45 CFR, Parts 160 and 164, i.e. HIPAA). Independent peer reviewers will specifically examine the admission criteria/intake process, assessments, treatment planning, including appropriate referral; documentation of implementation of treatment services, discharge and continuing care planning and indications of treatment outcomes.

The State shall also ensure that the independent peer review will not involve practitioners or providers reviewing their own programs, or programs in which they have administrative oversight, and that there be a separation of peer review personnel from funding decision-makers. The State shall ensure that independent peer review is not conducted as part of the licensing/certification process.

The Independent Peer Reviewer shall be a professional with the following background:

- 1) Master's degree in behavioral health with at least three years of experience in substance abuse administration or counseling or equivalent; OR
- 2) Certification in Substance Abuse Counseling (CSAC) with five years of experience in substance abuse counseling or administration or equivalent; AND
- 3) Quality assurance experience (e.g. Clinical Director, Clinical Supervisor or Quality Assurance Specialist at a Substance Abuse Treatment Agency) of one year or equivalent.

Responsibilities:

- 1) Coordination of IPR and the IPR Team, if team members are chosen. (If the IPR Coordinator selects team members, at a minimum each shall have a master's degree in behavioral health with two years of experience in substance abuse counseling or certification as a substance abuse counselor, i.e. CSAC).
- 2) Liaison of the IPR Process with the State Alcohol and Drug Abuse Division (ADAD) and Peer Reviewed Treatment Agencies.
- 3) Remote review of ADAD-contracted providers.
- 4) Conducting the IPR process in accordance with Federal Substance Abuse Prevention and Treatment (SAPT) Block Grant regulations {45 CFR Part 96, Section 96.136}.
- 5) Providing written and oral feedback to selected agencies based on the IPR process.

Submit by **Friday, February 12, 2021** (to the attention of Dr. Jared Yurow at the address indicated on the letterhead):

- 1) A letter of interest.
- 2) A resume/vita that highlights relevant qualifications and experience along with copies of relevant credentials (e.g. CSAC, behavioral health license).
- 3) A bid proposal (less than \$2,500) which includes an itemized list of costs and a **total cost** for the IPR bid (must be an inclusive bid, whether for one professional or for a team and cover all aspects of the IPR process, e.g. contacting providers, record reviews, IPR reports, etc.)

Note: ADAD will provide the clinical protocol to be used in the IPR—a minimum of two agencies must be reviewed.

If selected, the Independent Peer Reviewer shall:

- 1) Work with the ADAD Fiscal Administrative Specialist to complete a vendor application in order to receive a vendor code to set up reimbursement.
- 2) Complete documents in accordance with Hawaii Compliance Express.
- 3) Submit an invoice indicating the accepted bid with the deliverables stated above by **Friday, August 13, 2021**.

Deliverables:

- 1) The IPR process shall commence beginning **Monday, May 3, 2021**.
- 2) Completed protocols for the IPR of selected agencies (with agency names redacted) shall be submitted to ADAD by **Friday, August 13, 2021**.
- 3) A final summary report (with agency identifying information redacted) shall be submitted to ADAD on the IPR of selected agencies by **Friday, August 13, 2021**. Your participation will ensure that consumers receive high quality services, and that ADAD meets its federal requirements.

Direct questions to Dr. Jared Yurow at (808) 692-7509 or [jared.yurow@doh.hawaii.gov](mailto:jared.yurow@doh.hawaii.gov).

Sincerely,



Jared Yurow, Psy.D.  
Hawaii Licensed Psychologist  
Clinical Psychologist Supervisor